

CHAPTER 4

REGISTRATION

I. ENTERING AND MAINTAINING EMPLOYEE RECORDS IN THE DISCAS

A. *General Responsibilities for Providing data for DISCAS.* Information for DISCAS is collected from (1) management (commanders, supervisors, Functional Chiefs, and servicing CPOs), and (2) employees. Most data that is common to official personnel actions (i.e., data which appears on the SF50) will be forwarded to DIA, AITN: OT-1 by servicing CPOs. The remainder of the data must come from, and be updated by, individual employees. This data is the expression of personal qualifications that is most used for screening and referral.

B. *New Registration.*

1. *Responsibilities of Servicing CPOs:* Whenever an employee becomes eligible (based on the Scope statement in chapter 1, paragraph V.) for inclusion into the DISCAS (by accession, promotion, reassignment, etc.) the servicing CPO will submit a copy of the Standard Form 50 (SF50) to DLA, AITN: OT-1 **within 10 workdays of the date of the action.** The DoD ICDP Office will use the SF50 data to create an automated record and to provide the new registrant with an Employee Qualification Record (DD Forms 1932, 1932-1, and 1917) for completion.

2. *Employee Responsibilities:* Employees entering the ICDP for the first time will receive a DISCAS qualifications printout within 90 days of their entrance on duty. This record will include minimum personal identification data collected from the initiating personnel action. All employees performing in positions identified within the scope of the DoD-wide Intelligence Career Development Program (ICDP) will **be required** to complete the Employee Qualification Record and forward it to DIA, AITN: OT-1, in accordance with the instructions from the servicing Civilian Personnel Office. NOTE: Employees who are *not currently* employed in a position meeting the Scope statement in chapter 1, paragraph V, will *not* be registered in the ICDP/DISCAS.

C. *Maintaining and Updating the DISCAS.*

1. *Responsibilities of servicing CPOs:*

a. *Notification of Personnel Action (SF50):* Within 10 working days following the effective date of Notification of Personnel Action, the servicing CPO will forward one legible copy of such action to DIA, AITN: OT-1. Machine recognizable input is acceptable in lieu of hard copy SF50 actions. Method and format may be arranged between the appropriate submitting office and the DoD ICDP Office. SF50 actions in either hard copy or machine recognizable form, to be forwarded include:

m Promotions—on repromotions, include in the remarks section the date the individual *first* attained that grade.

(2) Accessions

(3) Attritions

(4) Reassignments or mass changes*

(5) Changes to lower grades

(6) Corrections or changes that require SF50, except those which change or correct FEGLI (Item 9), Salary (Item 25), or Appropriation (Item 36).

● Letter orders or lists of mass changes will be acceptable provided they include full name and Social Security Number of each employee affected and provided that such lists are considered bona fide documentation for Official Personnel Files.

b. Individual Development Plan (IDP):

- (1) The IDP is to be accomplished annually and a copy must be forwarded to DIA, ATTN: OT-1 upon completion.
- (2) The scheduling of annual IDPs is at the discretion of the component.
- (3) When a personnel action occurs before a full year is concluded, the CPO with the Local ICDP Advisor will determine if the change is significant enough to warrant a new individual development plan.

c. Quarterly Delinquent List

- (1) Servicing CPOs will be provided a Quarterly Delinquent List (January, April, July, and October) by the DoD ICDP Office (OT-1) reflecting the registration status of each registrants' Employee Qualification Record.
- (2) Delinquent Employee Qualification Records will be provided by the DoD ICDP Office to each servicing CPO for transmittal to registrants for review and update.
- (3) Servicing CPOS are to ensure updated Employee Qualification Records are returned to the DoD ICDP Office within 90 days of original receipt.

2. *Employee Qualification Record:*

- a. Periodically and not less than once a year, the DoD ICDP Office will furnish individual employee records to servicing CPOS for transmittal to employees for review of accuracy and currency of their DISCAS information.
- b. Servicing CPOS are to ensure updated Employee Records are returned to the DoD ICDP Office within 90 days of original receipt. If an employee has departed or cannot be located, the record must be so noted and returned as soon as possible. All records must be returned. A copy of the narrative portion of the Employee Qualification Record will accompany printouts, but need not be returned if there is no change. CPOS are encouraged to return these records to DIA, ATTN: OT-1 as they are completed, but no later than the 90 day period.

3. *Employee Responsibilities:*

- a. *Annual Records Update:* The Employee Qualification Record will be furnished each year to employees via servicing CPOs. Changes, corrections, additions, or deletions may be made directly on the printouts. If employees have no changes or corrections, the record must be marked as accurate and returned. If changes are to be made to the narrative portion, see section B for explicit instructions. All employees performing in positions identified within the scope of the DoD-wide Intelligence Career Development Program (ICDP) will be required to complete the Employee Qualification Record and forward it to the DoD ICDP Office in accordance with the instructions from the servicing Civilian Personnel Office. A feedback copy of the updated Employee Qualification Record will be furnished to the employee's mailing address 60-90 days following each update.
- b. *Special Updating:* Employees may make changes as desired throughout the year. Corrections, additions, or requested deletions must be forwarded, in writing, to DIA, or through the servicing CPO to DIA, ATTN: OT-1. A Feedback copy will be provided to the employee. Although the DoD ICDP Office will be notified of assignment changes, it is suggested that employees submit a change to the narrative portion (DD Form 1932-1), showing the new duties shortly after assuming a new position, and forward it to DIA, ATTN: OT-1. NOTE: Notification of Personnel Action and IDP data will be provided to the DoD ICDP Office by the CPOS and are not the responsibility of the employee.
- c. *Detailed Instructions:* Special instructions for completing and updating DISCAS qualification records, including examples, are at section A.

II. GENERAL INSTRUCTIONS

A. **GENERAL** These instructions are to assist you in completing and updating the Employee Qualification Record: the DD Form 1932—a coded inventory of background experience, education, and performance, and the DD Form 1932-1—an automated narrative statement describing distinctive occupational experience. Both forms reflect information stored in the DISCAS for use in retrieval and referral of candidates for positions in the civilian general intelligence community. Data for this system comes from three major sources:

- 1. Employee
- 2. Servicing Civilian Personnel Officer (CPO)
- 3. Supervisor or ICDP Advisor

Data included on the Notification of Personnel Action, SF50, is the responsibility of servicing CPOs. The DoD ICDP Office, DIA, will maintain certain SF50 data in coordination with servicing CPOs. You have primary responsibility for completing and updating the remaining data on the DD Form 1932. All employees *are required* to complete the Employee Qualification Record (DD Form 1932). However, for any employee who does not wish to be referred through DISCAS for any position, it is requested that they write in bold letters across the DD Form 1932, “I do not wish to be referred for any position vacancies through DISCAS,” sign and date the form and return it to DIA, ATTN: OT-1, in accordance with instructions issued by the servicing Civilian Personnel Office. An employee who indicates such a desire may reverse this decision by notifying the DoD ICDP office in writing, but at least annually must **reaffirm** their desire not to be referred. You should read sections A, B, & C of this chapter carefully before attempting to complete the DD Forms 1932, 1932-1, and 1917. The following instructions may then be used as a step-by-step guide in completing these important career documents.

B. **ANNUAL UPDATE:** Each year you will have an opportunity to review the information in your DISCAS record. An update should be done *at least annually*, but can be done at any time of the year for any part of the form. This is an opportunity to add data, *correct* data, or *delete* data. Changes maybe made directly on the DD Form 1932. Draw a line through data you wish to delete; cross out incorrect data and legibly re-enter correct data in the same block; or add data by legibly printing it in the appropriate section. If data pertinent to the SF50 is *incorrect*, please double check your most recent SF50 and report errors to your servicing Civilian Personnel Office.

WORK

	OCCUPATIONAL SPECIALTIES	YEARS OF EXPERIENCE
CHANGE	OB-GEN	03
	OB-GRND	02
	INTEL MGMT-PRODN CONT	01
	TRANSP-HWY	03
	TRANSP-RAIL	01
	LOG-GRND	03
	GEOGY/ENVIRMT-GEN	01
	11A-GEN	01
		DELETION

- c . **CODING** Codes and abbreviations are used to standardize record content. Most of the abbreviations that you must use to reflect work experience and academic background are found in section A, part 1 through part 6 of this chapter. All other coding and acceptable abbreviations are included in the Detailed Instructions. On updating, you may notice that the computer has printed out words or abbreviations for items that are otherwise codified. This is done as a convenience to users and if the information is correct, you need not re- enter codes. All additive or corrective data, however, must be coded when appropriate.
- D. **EXAMPLE:** Coded Entry:

CIVILIAN EDUCATION LEVEL

17

When printed out will appear:

CIVILIAN EDUCATION LEVEL

MASTERS DEG

- E. **CLASSIFICATION** DD Forms 1932 and 1932-1 are premarked “For Official Use Only (when filled in).” Abbreviations in section A, part 1 through part 6 are unclassified. You may **not** use classified coding or enter **any** classified information in describing your duties or reflecting your background experiences/skills. Your completed forms will be protected as “For Official Use Only” and will be accorded the same protection as Official Personnel Files. Please check with your local security officer if you have any questions on classification.
- F. **DISTRIBUTION AND RETURN OF FORMS:** The DD Forms 1932, 1932-1 and 1917 will be forwarded to you through your servicing CPO; completed forms must be returned to DIA/ATTN: OT-1. Only one copy of the DD Form 1932 will be provided for update; this *original*, with corrections/additions, *must be returned*. Likewise, an original, not duplicate copy, of the DD Forms 1932-1 and 1917 must be returned to DIA, ATTN: OT-1. Please remember to sign and date both forms.
- G. **FEEDBACK PROCEDURE:** The ICDP Staff provides a Feedback copy of DD Forms 1932 and 1932-1 to each employee approximately 60-90 days after a change has been submitted. This Feedback copy is sent to the registrant’s mailing address as indicated on the DD Form 1932. After you have verified the data on your Feedback copy, if there are no corrections needed, you should file it for use in updating your record throughout the year. Destroy any previous copies, because you should always update from the most recent printout.

III. PRIVACY ACT NOTICE: DOD-WIDE INTELLIGENCE CAREER DEVELOPMENT PROGRAM (ICDP)/DEFENSE INTELLIGENCE SPECIAL CAREER AUTOMATED SYSTEM (DISCAS) (DD FORMS 1932 and 1932-1)

AUTHORITY 10 U.S.C.133d, 44 U.S.C. 3101, 5 U.S.C. 301 and 302, Executive Order 9397

PURPOSE: Register all eligible DoD civilian employees. Provide for: verification and update of previously provided information; automatic referral for position vacancies in the DoD Intelligence Community, to include the individual’s own (local) organization; summary descriptive, statistical or analytical management information.

USES:	Determine employee eligibility and qualifications for promotions, reassignments, and training, in the DoD Intelligence Community, to include the individual's own (local) organization; annual review, verification and update; management information reports.
DISCLOSURE:	DoD officials and managers involved in the ICDP process; required by law; prior written approval.
EFFECTS OF NON-DISCLOSURE:	Disclosure is mandatory except for Date of Birth, Home Address and Professional/Honorary Organizations. Individuals may not receive full consideration for promotion, reassignment or training opportunities in the DoD Intelligence Community, to include the individual's own (local) organization.

Figure 4A-1

PAGE2-1

FOR OFFICIAL USE ONLY (When Filled In.)

EMPLOYEE QUALIFICATION RECORD

DATE

PERSONAL IDENTIFICATION													
NAME		DATE OF BIRTH		AIR COMPONENT		HIGH GRADE		GRADE		OFFICE SYMBOL		OFFICE PHONE	
SMITH ARNOLD S		SEP 11, 1939		OCT 1984		GS14		GS14		06 AUG 1981 00132		OCT 17, 1963	
SOC		CIVILIAN EDUCATION		STATUS-APPOINTMENT						LAST 1932		UPDATE	
123456789		MASTERS DEG		STATUS-EXCP		10S (ESTIMATES/OFFENSIVE MISSILE)				JUN 1988			
COMPONENT/COMMAND IDENTIFICATION						SERVICING CIVILIAN PERSONNEL OFFICE							
DEF INTEL AGCY/DIAC 8001 ING AFB DC						DEFENSE INTELLIGENCE AGY WASH DC 20301							
CAREER ENTRANCE		AGE		GRADE		CLEARANCE LEVEL		MILITARY CATEGORY		RETIRED MILITARY		SUPERVISION	
MILITARY SERV		25		GS07		SAG		5-POINT				SEN 1 05	
ADDRESS		STREET NO.		APT. NO.		CITY		STATE		ZIP			
1776		JEFFERSON DAVIS DRIVE				SPRINGFIELD		VA		22150			
WORK EXPERIENCE													
FUNCTIONAL AREAS		OCCUPATIONAL SPECIALTIES		YEARS OF REGENCY EXPERIENCE		YEARS		LANGUAGE		SPEAK		READ	
EST		INTEL MGMT-PRODN CONT		01				FRENCH		LMT		LMT	
PLAN PROG		PLNG/PROG MGMT/ANAL		02				RUSSIAN		ELMN		LMT	
CURR INTEL		TACTICS-GEM		01				GERMAN		FULL		FULL	
MIL CAP		CCBC		02									
R&D		THREAT ANAL		04									
BASIC INTEL		ELCTRON WAR		02		83							
POL/GEOG AREAS		OB-GEN		01		81		*****					
WEST EUR		MISSILE SYS-GEN		04									
EAST EUR COM		TACTICS-MISSILE		02									
USSR		INTEL MGMT-PLNG		03									
PRC		SPACE SYS-GEN		02									
FAR EAST													
SMITH ARNOLD S 1776 JEFFERSON DAVIS DRIVE SPRINGFIELD VA 22150													
FORMAL EDUCATION													
FROM	TO	HOURS	DEGREE	GRADE POINT	NON-DEGREE	ACADEMIC MAJOR	ACADEMIC MINOR	INSTITUTION NAME	LOCATION				
SEP78	MAY80	0303H	MA/MS	3.6		MGMT SCI	INFO SCI	GEORGE WASHINGTON UNIV	WASHINGTON DC				
JUN58	JUN62	1243H	BA/BS	2.8		FNEN AFFRS/INTNATL REL	FNEN AREA STUD-WEST EUR	GEORGETOWN UNIV	WASHINGTON DC				

DD FORM 1332 (Page 1 of 2 Pages)

OCT 78

Figure 4A-1

PAGE2-2

DATE PRINTED:

SPECIAL SKILLS AND ACHIEVEMENTS

TYPING

WPM | YEAR

SHORTHAND

WPM | YEAR

(Specify)

(Specify)

(Specify)

30 1987

MICROCOMPUTERS

COMPUTER TERM

STEREOSCOPE

SMITH ARNOLD S

23456788

PROFESSIONAL/HONORARY ORGANIZATIONS

NAME OF ORGANIZATION

MEMBERSHIP

TITLE OF PUBLICATIONS

YEAR

AUTHORSHIP

TYPE PUBLICATION

AMERMGMT ASSN

MEMBER

EMERGING S OVIET LAND-ATTACK CRUISE MISL

1988

SOLE AUTHOR

IN-HOUSE

NATL MIL INTEL ASSN

MEMBER

S OVIET AIR DEFENSE VS CRUISE MISSILES

1986

SOLE AUTHOR

IN-HOUSE

SOVIET STRATEGIC MISSILE FORCES

1986

SOLE AUTHOR

IN-HOUSE

PROJECTED SOVIET LONG RANGE CRUISE

1987

CC AUTHOR

IN-HOUSE

COMPOSITE RECORD OF TRAINING

m

CLASS NO.

COURSE TITLE

INSTITUTION NAME

LOCATION

0008

NO ROPEFECT

DIA (IN-HOUSE)

WASHINGTON DC

0012

DBASE III PLUS USER

DIA (IN-HOUSE)

WASHINGTON DC

0016

INTRU TO MICRO/MS-DOS

DIA (IN-HOUSE)

WASHINGTON DC

0012

LOTUS 1.2-3

014 (IN-HOUSE)

WASHINGTON DC

0040

DEFENSE MGMT

DEFENSE INTEL COLLEGE

WASHINGTON DC

0320

NATIONAL SENIOR INTEL PROGRAM

DEFENSE INTEL COLLEGE

WASHINGTON DC

0036

NUCLEAR WEAPONS ORIENT

US AIR FORCE

KIRTLAND AFB NM

0040

BALLISTICS MISSILE STAFF OFF

US AIR FORCE

OFFUTT AFB NEB

1280

AIR WAR COLLEGE SEMINAR

US AIR FORCE

MONTGOMERY AL

0120

ANTI SUB WARFARE

US NAVY

SAN DIEGO CAL

1410

RUSSIAN LANGUAGE

US NAVY

MONTREY CAL

0090

ELECTRONIC WARFARE

US NAVY

SAN DIEGO CAL

0180

AIR INTERCEPT CONTROL

US NAVY

SAN DIEGO CAL

0060

NAVAL INTELLIGENCE

US NAVY

SAN DIEGO CAL

0240

CIC OFFICER

US NAVY

NORFOLK VA

INDIVIDUAL DEVELOPMENT PLAN (IDP) (DD1917)

DATE

SUPERVISOR

CAT

TRAINING/DEVELOPMENTAL ASSIGNMENTS

PRI

TYPE

FY

8712

HOFFMAN JAMES C

1

EXECUTIVE SEMINAR CENTER PROGRAM

2

M

89

1

FOREIGN AFFAIRS IN TERCEPT SEMINAR

3

0

88

1

NATL MAR COLLEGE

2

0

90

1

NATL SYS USERS EXECUTIVE COURSE

2

0

91

AWARDS AND RECOGNITION

PERFORMANCE RATING

AWARDS

RECOGNITION

CONSIDERATION RECORD FOR VACANCIES

NUMBER

POSITION TITLE

GRADE

COMPONENT

INTERVIEWED

SELECTED

86-285

SUPV INTEL RES SPEC

GM14

ARMY

86-249

SUPV INTEL RES SPEC

GM15

DIA

86-15s

SUPV INTEL RES SPEC

GM14

AIR FORCE

5.s-102

DEPUTY DIRECTOR

GM14

DIA

86-096

SUPV INTEL RES SPEC

GM13

ARMY

86-091

SUPV INTEL RES SPEC

GM15

ARMY

NUMBER

POSITION TITLE

GRADE

COMPONENT

INTERVIEWED

SELECTED

86-047

SUPV INTEL RES SPEC

GM14

ARMY

86-23

SUPV INTEL RES SPEC

GM14

NAVY

87-610

SIRS

GM15

AIR FORCE

87-602

INTEL OPN SPEC

GM14

AIR FORCE

87-382

SIRS

GM15

NAVY

87-36s

INTEL RES SPEC

GS14

ARMY

FORM 1 OCT 76 1932

(Page 2 of 2 Pages)

FOR OFFICIAL USE ONLY (When filled in)

EMPLOYEE SIGNATURE

DATE

Arnold S Smith

12 July 1988

4-8

DETAILED INSTRUCTIONS FOR COMPLETING AND UPDATING
DD FORM 1932, EMPLOYEE QUALIFICATION RECORD

I. PERSONAL IDENTIFICATION

LINE 1

NAME: Your name should appear on the form in the following order: last name, full first name and middle initial, and if you use some designation of linear descent (Jr., Sr., III), enter it after middle initial. Check your name for correct spelling.

BIRTH DATE: Check date for correct day, month, and birth year. If this block is blank or incomplete, please enter the date in year, month, day order using six numbers.

ARRIVED COMPONENT: Enter the date that you began civilian service with your present employer (military service or agency) in year, month, day order using six numbers.

HIGH GRADE: Enter here the highest General Schedule grade or Public Law Appointment you have ever held as a civilian (for a minimum period of one year). Use two letters and two digits as appropriate; please do not space or hyphenate between pay plan and grade. If your current grade is your high grade, enter current grade.

PRESENT GRADE AND STEP Check for correctness. If blank or incorrect, enter appropriate grade data using two letters and two digits. (NOTE: temporary promotions should *not* be included here. DoD ICDPO will enter under Composite Record of Training in order to refer you for permanent promotions). Do not space or hyphenate. Enter your step using two digits (a 0 before any one digit number).

BIRTH DATE	AAR COMPONENT	HIGH GRADE	GRADE	STEP
390911	841024	GS14	GS14	06

PRESENT GRADE DATE: Using four numbers, indicate the year and month that you entered your current permanent grade. If you were previously 'at your present grade, downgraded, then returned to your present grade, indicate the date of the *first time* you entered your present grade.

JOB SERIES Check job (occupational) series. If this block is blank enter your correct occupational series. (As reflected in item 29, Standard Form 50 (SF50)).

SERVICE COMPUTATION DATE: This is the computed date reflecting your appointment to civilian civil service, plus that part of military service that is creditable to your tenure as a civilian. If this block is blank, enter the correct date in year, month, day order using six numbers. Be sure that this data agrees with item 6 on your most recent SF50.

OFFICE SYMBOL Check for correct office symbol abbreviation. Please do not reiterate major element, command, or installation if it is already indicated in line 3, block 1 of your DD Form 1932. Enter only the preferred, authorized nomenclature using up to six numbers and letters. Office symbol should be complete enough to be used in addressing correspondence.

OFFICE TELEPHONE NUMBER: Enter the first three digits, the prefix, for placing an AUTOVON call to your office number. Because calls made to you regarding DISCAS registration, update or referral would be made during the workday, enter the seven digit commercial phone number for calls placed to your office in the remaining area.

GRADE DATE	JOB SERIES	SERV COMP DATE	OFFICE SYMBOL	OFFICE PHONE
8108	0132	631017	DE1	243 3732806

LINE 2

SOCIAL SECURITY NUMBER Check for correctness. If this number is incorrect, please check your personnel and payroll records, and your Social Security account number card. If there is a correction to this item, enter the number, eliminating spaces and hyphens, and make sure it agrees with other personnel documents.

CIVILIAN EDUCATION LEVEL Check for correctness. This data reflects a level of education, rather than a particular degree. If this item is blank or incomplete, please enter the level which most nearly reflects the extent of formal education you have obtained. Appropriate coding for this item is found in part 5 of this chapter; acceptable values are codes 00 through 22. Report degrees only from accredited institutions.

CIVILIAN EDUCATION LEVEL
17

CIVIL SERVICE STATUS AND CURRENT APPOINTMENT: This item reflects two pieces of information regarding appointment authority. The first, Civil Service Status, refers to competitive *status*; this is the personal status that an employee retains (throughout his/her Federal career) once having completed 3 full years as a competitive appointee. For this data element enter:

- S-for Competitive/Personal Status
- N-for No Status

The second data item refers to current position occupied. For this element enter:

- 1—for Competitive Service
- 2—for Excepted Service

Be sure that this data agrees with Item 35 of your most recent SF50.

EXAMPLE: An employee with competitive personal status, but who is currently in an Excepted Service Position would code status and appointment

STATUS—APP'MNT
S-2

POSITION TITLE: Check for accuracy. If this block is blank, please enter your official position title as it appears in Item 27 on your most recent SF50. (The DoD ICDP Office may use some abbreviations for purposes of conciseness and continuity. If these abbreviations appear to agree with your official title, it is not necessary to change the abbreviations to a long form.)

LINE 3

COMPONENT/COMMAND IDENTIFICATION Check for accuracy. If this item is blank, please enter the name of the major command for which you work. *Do not* re-enter the name or abbreviation of the “Office Symbol,” in Line 1. Enter the name (or accepted symbol) of the major command to which your office belongs. Please also indicate your installation (duty station). (See item 34 of your most recent SF50.)

COMPONENT/COMMAND IDENTIFICATION
DEF INTEL AGCY WASHINGTON DC 20340